



United States Department of State

Washington, D.C. 20520

September 15, 2011

MEMORANDUM

TO: A/LM/AQM - Vince Chaverini *Donald M. Simon*
FROM: DS/IS/IND - Kimberly A. Baugher
SUBJECT: Approved Bidders DD Form 254 for contract
solicitation number **S-AQMMA-11-R-0358**

Attached is the approved Bidders Contract Security Classification Specification (DD Form 254) for solicitation number **S-AQMMA-11-R-0358**.

Designated Contractor personnel assigned to this contract shall possess **SECRET** and **TOP SECRET** personnel security clearances issued by Defense Security Service prior to contract performance.

Also, note that contractors shall comply with applicable DOS regulations relative to the protection of classified and or sensitive information, including 12 FAM 500 and 600.

Please ensure distribution is made in accordance with the National Industrial Security Program Operating Manual.

If you have any questions concerning this matter, please contact Ms. Denise Wilson @ (571) 345-3015.

CC: A/LM/AQM - A. LLoyd
DS/STO/OSB - S. Milligan

DEPARTMENT OF DEFENSE CONTRACT SECURITY CLASSIFICATION SPECIFICATION <i>(The requirements of the DoD National Industrial Security Program Operating Manual (NISPOM) apply to all security aspects of this effort.)</i>				1. CLEARANCE AND SAFEGUARDING a. Facility Clearance Required <div style="text-align: center;">TOP SECRET</div> b. Level of Safeguarding Required <div style="text-align: center;">NONE</div>					
2. THIS SPECIFICATION IS FOR: <i>(X and complete as applicable)</i>				3. THIS SPECIFICATION IS: <i>(X and complete as applicable)</i>					
		a. Prime Contract number		X	a. Original <i>(Complete date in all cases)</i>		Date (YYYYMMDD) 20110913		
		b. Subcontract number			b. Revised <i>(Supersedes all previous spec)</i>	Revision No.	Date (YYYYMMDD)		
X	c. Solicitation or other number S-AQMMA-11-R-0358		Due Date (YYYYMMDD)	c. Final <i>(Complete Item 5 in all cases)</i>		Date (YYYYMMDD)			
4. IS THIS A FOLLOW-ON CONTRACT? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, complete the following Classified material received or generated under _____ <i>(Preceding Contract Number)</i> is transferred to this follow-on contract.									
5. IS THIS A FINAL DD FORM 254 ? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If Yes, complete the following In response to the contractor's request dated _____ Retention of the identified material to authorized for the period of _____									
6. CONTRACTOR <i>(include Commercial and Government Entity (CAGE) Code)</i>									
a. Name, address, and zip code BIDDERS			b. Cage Code BID		c. Cognizant Security Office <i>(Name, Address, and Zip Code)</i>				
7. SUBCONTRACTOR									
a. Name, address, and zip code			b. Cage Code		c. Cognizant Security Office <i>(Name, Address, and Zip Code)</i>				
8. ACTUAL PERFORMANCE									
a. Location			b. Cage Code		c. Cognizant Security Office <i>(Name, Address, and Zip Code)</i>				
9. GENERAL IDENTIFICATION OF THIS PROCUREMENT Unmanned Aerial Vehicle (UAV) Services Support									
10. THIS CONTRACT WILL REQUIRE ACCESS TO:				Yes	No	11. IN PERFORMING THIS CONTRACT, THE CONTRACTOR WILL:		Yes	No
a. Communications security (COMSEC) information				X		a. Have access to classified information only at another contractor's facility or government activity		X	
b. Restricted data				X		b. Receive classified documents only			X
c. Critical nuclear weapon design information				X		c. Receive and generate classified material			X
d. Formerly restricted data				X		d. Fabricate, modify, or store classified hardware			X
e. Intelligence information				X		e. Perform services only			X
(1). Sensitive compartmented information (SCI)				X		f. Have access to U.S classified information outside the U.S. Puerto Rico, U.S. possessions and trust territories		X	
(2). Non-SCI				X		g. Be authorized to use the services of Defense Technical Information Center (DTIC) or other secondary distribution center			X
f. Special access information				X		h. Require a COMSEC account			X
g. NATO information				X		i. Have TEMPEST requirements			X
h. Foreign government information				X		j. Have operations security (OPSEC) requirements			X
i. Limited dissemination information				X		k. Be authorized to use the Defense Courier Service			X
j. For official use only information				X		l. Require connectivity to Department of State computer system			X
k. Other (Specify)				X		m. Other (Specify)			X
l. Sensitive But Unclassified information				X					

12. PUBLIC RELEASE. Any information (classified or unclassified) pertaining to this contract shall not be released for public dissemination except as provided by the National Industrial Security Program Operating Manual (NISPOM) or unless it has been approved by appropriate U.S. Government authority. Proposed public releases shall be submitted for approval prior to release.

☐ Direct ☒ Through (Specify):

DEPARTMENT OF STATE, SA-20, 13TH FL
WASHINGTON DC 20520 DS/IS/IND

To the directorate for Freedom of Information and Security Review, Office of the Assistant Secretary of Defense (Public Affairs)* for review.
* In the case of non-DoD User Agencies, requests for disclosure shall be submitted to that agency.

13. SECURITY GUIDANCE. The security classification guidance needed for this classified effort is identified below. If any difficulty is encountered in applying this guidance or if any other contributing factor indicates a need for changes in this guidance, the contractor is authorized and encouraged to provide recommended changes; to challenge the guidance or the classification assigned to any information or material furnished or generated under this contract; and to submit any questions for interpretation of this guidance to the official identified below. Pending final decision, the information involved shall be handled and protected at the highest level of classification assigned or recommended. (Fill in as appropriate for the classified effort. Attach, or forward under separate correspondence, any documents/guides/extracts referenced herein. Add additional pages as needed to provide complete guidance.)

Contractor personnel assigned to this contract shall possess SECRET and TOP SECRET personnel security clearances issued by Defense Security Service (DSS) prior to contract performance.

Final SECRET clearances and favorable Diplomatic Security (DS) name checks are required for travel to specific HUMINT threat posts for deployments of less than 60 days (cumulative for all posts visited in a calendar year). Interim SECRET clearances are not acceptable for such travel. Long-term deployments (in excess of 60 days) require Final TOP SECRET clearances, favorable DS name checks and submission of an acceptability review prior to deployment.

Visit authorization requests are to be sent to Department of State (DoS), DS/IS/IND, Washington D.C. 20520, via facsimile at 571-345-3000 or email: DS_IND_contractorVARS@state.gov. JCAVS Person Summary must be attached to all visit authorization requests.

All DD Forms 254 for subcontracts shall be forwarded to DS/IS/IND for certification prior to issuance to the proposed subcontractor and prior to access to any classified information or controlled access areas.

While at DoS locations, the contractor shall comply with applicable DoS regulations relative to the protection of classified and/or sensitive information, including the National Industrial Security Program Operating Manual (NISPOM) and 12 Foreign Affairs Manual (FAM) 500 and 600. DS/IS/IND is responsible for inspecting contractors assigned to DoS locations.

Security clearance requirements for contractors accessing DoS domestic or overseas information systems shall be in accordance with 12 FAM 600. Furthermore, citizens of specifically designated human intelligence and/or technical intelligence threat countries shall not develop, modify or perform maintenance on software developed for use on DoS computer systems without approval by DS/IS/CS.

Contractors shall immediately report any adverse information concerning any cleared contractor employees performing
(continued on the next page)

SHAWN MILLIGAN

DS/STO/OSB

703 312-3588

Contracting Officer's Representative (COR)

Office Symbol

Phone

14. ADDITIONAL SECURITY REQUIREMENTS. Requirements, in addition to NISPOM requirements, are established for this contract. (If Yes, identify the pertinent contractual clauses in the contract document itself, or provide an appropriate statement which identifies the additional requirements. Provide a copy of the requirements to the cognizant security office. Use item 13 if additional space is needed.)

SEE HUMINT ATTACHMENT

☐ Yes ☒ No

15. INSPECTIONS. Elements of this contract are outside the Inspection responsibility of the cognizant security office. (If Yes, explain and identify specific areas or elements carved out and the activity responsible for inspections. Use Item 13 if additional space is needed.)

☐ Yes ☒ No

16. CERTIFICATION AND SIGNATURE. Security requirements stated herein are complete and adequate for safeguarding the classified information to be released or generated under this classified effort. All questions shall be referred to the official named below.

a. TYPED NAME OF CERTIFYING OFFICIAL

b. TITLE

c. TELEPHONE (Include Area Code)

KIMBERLY A. BAUGHER

DIVISION CHIEF

571-345-3032

d. ADDRESS (Include Zip Code)

17. REQUIRED DISTRIBUTION.

U.S. DEPARTMENT OF STATE
DS/IS/IND, SA-20, 13TH FL
2201 'C' ST WASH DC 20520

☒

a. CONTRACTOR

☐

b. SUBCONTRACTOR

☐

c. COGNIZANT SECURITY OFFICE FOR PRIME AND SUBCONTRACTOR

☐

d. A/FBO/PE/CSM

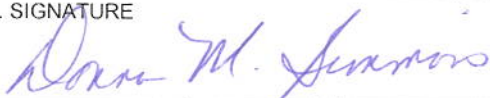
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e. DS/PSD/CSB

☒

f. COR

e. SIGNATURE



13. SECURITY GUIDANCE CONT'D.

THIS SPECIFICATION IS FOR:

Prime Contract number

Subcontract number

Solicitation or other number
S-AQMMA-11-R-0358

Due Date (YYYYMMDD)

on DoS contracts to DSS, in accordance with the NISPOM and DS/IS/IND, in accordance with 12 FAM 576, 4b.

Contractor personnel working on DoS contracts must report impending marriage, cohabitation and other continuing bonds of affection with foreign nationals to the COR and DS/IS/IND, in accordance with 12 FAM 270.

The contractor does not currently have DSS approved safeguarding; therefore, no discussion, generation or storage of classified information shall take place at the contractor's facility.

The DOS Personal Identification Card Issuance Procedures may be accessed at www.state.gov/m/ds/rls/rpt/c21664.htm

All FAM references can be viewed on the DoS website, www.state.gov

DS/IS/IND POC: Denise Wilson 571 345-3015/5-3015 wilsond@state.gov

**MINIMUM PERSONNEL SECURITY REQUIREMENTS FOR SPECIFIC
HUMAN INTELLIGENCE THREAT POSTS/CRITERIA COUNTRIES**

Contract: SAQMMA11R0358/Bidders

Contractor personnel who will perform tasks at specific human intelligence (HUMINT) threat posts/criteria countries must meet specific requirements based on 12 FAM 570. The Contracting Officer's Representative (COR) will notify the contractor when a task order is being issued for a specific HUMINT threat post. The contractor should immediately coordinate with DS/IS/IND to initiate the appropriate DS reviews for those individuals who are proposed to deploy to those posts.

1. Personnel traveling to specific human intelligence threat posts for short-term visits (less than 60 days cumulative in one calendar year for all posts) must have a minimum FINAL SECRET clearance and a favorable DS preliminary name check prior to deployment. INTERIM SECRET clearances are not acceptable for such travel. DS name checks will be conducted in conjunction with release of the country clearance request cable.
2. Personnel traveling in excess of 60 days must possess a final TOP SECRET personnel security clearance, based on a Single Scope Background Investigation (SSBI) conducted within the past five years, and undergo Diplomatic Security reviews prior to approval for deployment. These reviews include a favorable DS Name Check and DS Acceptability Review (A/R). Personnel currently undergoing SSBI-Periodic Reviews (5 year updates) with Defense Security Service are not eligible for these DS reviews and should not be nominated for long-term assignment to threat posts/criteria countries until their SSBI-PR has been favorably adjudicated.
3. For those individuals who do not have a previous A/R, the contractor will provide the following paperwork for each deploying individual(s) to DS/IS/IND for initiation of a DS Acceptability Review:
 - Standard Form 86 (Questionnaire for National Security Positions) or the Electronic Questionnaire for Investigation Processing (eQIP)
 - DS-4002 Disclosure and Authorization Pertaining to Consumer Reports
 - JCAVS Person Summary
 - Updated Visit Authorization Request
 - Request memo/letter indicating task order, post and dates of individual's proposed deployment.
4. Upon receipt of the above, DS/IS/IND will:
 - (1) initiate a DS name check to determine whether the individual could be eligible for deployment while the Acceptability Review is pending
 - (2) initiate the Acceptability Review with DS/PSS
 - (3) notify the contractor and the COR of interim approval for deployment while results of the A/R are pending. Conversely, notify the contractor and the COR of interim denials. In these cases, deployment cannot begin until the A/R is favorably adjudicated.
 - (4) Upon completion and adjudication of the A/R, DS/IS/IND will notify the COR and contractor of the final results.
5. DS/IS/IND maintains a record of previous Acceptability Reviews (A/Rs) and deployment records to specific HUMINT threat posts and will determine if a previous A/R is still valid for deployment. For those individuals who have a valid A/R, DS/IS/IND will accomplish the following:
 - DS Name Check
 - Notify the contractor and the COR of approval/disapproval for deployment
6. If the individual is approved for deployment while the Acceptability Review is pending, he/she can be immediately deployed. However, if the Acceptability Review is ultimately adjudicated unfavorably, upon notification by the COR, the individual must be immediately removed from the post at no expense to the U.S. Government.
7. If the individual is not approved for immediate deployment, the A/R must be completed and adjudicated prior to approval for the individual's deployment to specific HUMINT threat posts. If the acceptability review is unfavorably adjudicated, the individual will not be authorized for deployment to specific HUMINT threat posts, and may not, in some cases, be authorized for further performance on this contract.